



**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

809 Center Street • Room 101 • Santa Cruz, CA 95060 • [www.cityofsantacruz.com](http://www.cityofsantacruz.com)

Lee Butler, Director

**Preapplication Review Application Form  
(No SB330 Preliminary Review)**



The City of Santa Cruz offers three options for preliminary review of a project:

- 1) SB330 preliminary review which will vest a project to the standards that are in effect at the time of submittal of a complete application;
- 2) Preapplication review, which will allow for all relevant city departments to review a development in advance of a formal application and provide specific feedback; and
- 3) A combination of #1 and #2.

This application form shall only be completed for projects seeking full Preapplication Review without SB330 (#2).

To submit the application, please complete this application form and then complete and submit the online Application Inquiry form and a City Planner will be assigned to your project. Once a planner is assigned, they will collect the completed application form and associated materials.

Application Inquiry Form: <https://www.cityofsantacruz.com/government/city-departments/planning-and-community-development/planning-division/application-process-and-onlines-services>

<b>LAND USE APPLICATION</b> <b>Department of Planning &amp; Community Development</b> 809 Center Street, Room 206 Santa Cruz, CA 95060 www.cityofsantacruz.com (831) 420-5100 phone (831) 420-5434 fax				APPLICATION #	
				RECEIVED BY	
				ZONING	
				CODE ENFORCEMENT	
PROJECT ADDRESS			ASSESSOR'S PARCEL NUMBER (APN)		
PROPERTY OWNER			APPLICANT*		
NAME			NAME		
ADDRESS			ADDRESS		
CITY/STATE/ZIP			CITY/STATE/ZIP		
PHONE			PHONE		
EMAIL			EMAIL		
<b>CERTIFICATION</b>					
<p>"I hereby certify that the facts given on this application are true and correct to the best of my knowledge and I agree to, and authorize, such investigations as are deemed necessary by the City of Santa Cruz City Planning Department for the preparation of reports related to this application, include the right of access to the property involved. In submitting this application, I agree to defend, indemnify and hold harmless the City, its officers, employees and agents, from and against any claim, including attorney fees and litigation costs, arising out of or in any way related to the City's processing, consideration or approval of this application." Electronic, scanned, and emailed signatures are accepted and treated as an original and legally binding on the parties.</p>					
APPLICANT'S SIGNATURE				DATE	
					
<b>PROJECT DESCRIPTION</b>					
<b>APPLICATION FEES</b>					
Preapplication Review (do not charge administrative fees)				\$3,456	
Technology Surcharge				6%	
<b>REFERRAL ROUTING- To be completed by Planning Department</b>					
<input type="checkbox"/> Bicycle/Transportation <input type="checkbox"/> Building <input type="checkbox"/> County Environmental Health <input type="checkbox"/> Economic Development <input type="checkbox"/> Fire		<input type="checkbox"/> Housing (≥5 units) <input type="checkbox"/> Parks & Recreation <input type="checkbox"/> Police <input type="checkbox"/> Public Works <input type="checkbox"/> Traffic Engineer		<input type="checkbox"/> Transit District <input type="checkbox"/> Urban Forester <input type="checkbox"/> Wastewater <input type="checkbox"/> Water <input type="checkbox"/> Water Conservation	

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## REQUIRED MATERIALS

There is no list of required materials for Preapplication Review, rather, city staff will review the materials or information submitted and provide feedback. The more information submitted, the more specific the feedback that can be provided. Additionally, an owner-agent form is not required for submittal of a non-SB330 Preapplication. At minimum, you are encouraged to provide a site plan, floor plans, and building elevations.

\*By submitting plans, the applicant authorizes the city to post the submitted plans (including architectural drawings) on the internet and to provide copies of the plans to the public upon request (Gov't Code § 65103.5). If authorization to post architectural plans is not granted, the applicant shall submit site plans and massing diagrams that meet the requirements of Gov't Code § 65103.5(f) for posting on the internet and public distribution.